APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 7-20-76	Georgia Department of Labor EDP Division Operations Unit–Room 386–Labor Building Atlanta, Georgia	Application Number *76-269*
Application Number DL-036		Date Received JUL 2 1 1976 Date Completed AUG 1 0 1976

2. Person to Contact	Working Title	Telephone Number
Keith O. Johnson	EDP Operations Manager	656-7040

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest 1975 PRESENT	System Management Facility (S.M.F.) Monthly Summary File

6. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

The EDP Program Accounts Division is a support division to the other operating divisions of the Georgia Employment Security Agency. All data processing support such as data entry, computer operations, systems design and programming is furnished by this division. In addition, a continual evaluation of computer hardware is accomplished.

7. Record Series Description — This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: reviewing and improving the job mix and overall computer systems oper-ational performance.

Included are: computer printouts that record statistical information of job processed.

File is arranged: Chronologically

8. Monthly Reference Rate — How often are records referred to which are:

One to six months old ____1____; Seven to twelve months old ____1____; Thirteen to twenty-four months old _____; twenty-five months and older ____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* 1 Nylon Post Binder per month

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.
d. Audit period _____ years.
e. Administrative need _____2_____ years. 3 mos.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

To review and improve job mix, Computer System and Operation performance

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ Month _____ then,

☒ Hold in the current files area ____3____ month(s) ____0____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ____2____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John L. Avery	7-19-76	John C. Arnold	7-20-76

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee	8-5-76
	Secretary of State/Designee — Carroll Hurt	8-4-76
	Attorney General/Designee	8-9-76

AR–50–71; Rev. 76   (Reverse Side)